



Licensing Committee Wednesday, 18th October, 2017

You are invited to attend the next meeting of **Licensing Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Wednesday, 18th October, 2017
at 2.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

Gary Woodhall
(Directorate of Governance)
Tel: 01992 564470
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Members:

Councillors B Surtees (Chairman), R Morgan (Vice-Chairman), N Bedford, K Chana, D Dorrell, L Hughes, J Jennings, P Keska, A Lion, L Mead, S Neville, C P Pond, B Rolfe, M Sartin and D Sunger

PLEASE NOTE THE START TIME OF THE MEETING

1. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

2. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on this agenda.

3. MINUTES OF THE LICENSING COMMITTEE

(Director of Governance) To confirm the minutes of the Licensing Committee meeting held on 26 April 2017 (previously circulated).

[Click here for Licensing Minutes 26-Apr-17](#)

4. MINUTES OF THE LICENSING SUB-COMMITTEES

(Director of Governance) Copies of the minutes from the Sub-Committee's meetings will be available for the relevant Chairmen to sign off.

5. ISSUES RAISED BY HARLOW DISTRICT COUNCIL (Pages 5 - 6)

(Director of Neighbourhoods) To consider the attached report.

6. CONSULTATION ON TAXI TARIFFS (Pages 7 - 20)

(Director of Neighbourhoods) To consider the attached report.

7. APPLICATIONS RECEIVED UNDER THE LICENSING ACT 2003 AND GAMBLING ACT 2005 (Pages 21 - 22)

(Director of Neighbourhoods) To consider the attached report.

8. REVIEW OF LICENSING SUB-COMMITTEE PROCEDURES

(Director of Neighbourhoods) To review the proceedings of the Licensing Sub-Committee held during the preceding period and identify any problems of procedure, policy and organisation that have adversely affected the running of the meetings.

(a) Pre-Meeting Briefings

At the last full committee meeting, Councillor Keska pointed out that the Sub-Committees used to get briefings before each of their meetings from Licensing Officers. Whilst they did not want a briefing on the cases before them, Members would appreciate a reminder of the options open to them for each application they considered. It was also mentioned that a Licensing Officer was present during Members' deliberations in private session to advise on technical matters and that Members found this to aid good decision making.

Councillor Surtees noted that the views of the Sub-Committee, Licensing and Legal Officers did not always line up. Members have requested the attendance of a Legal Officer at the next meeting of the full Licensing Committee to explain why these briefings could not be held.

(b) Council Website

Councillor Pond has requested that Members consider the licensing information on the Council's website with a view to it being made more useful and relevant to the public.

9. REVIEW OF CURRENT AND FUTURE TRAINING NEEDS FOR THE COMMITTEE

(Director of Neighbourhoods) To highlight any further training considered necessary for the Members tasked with discharging the Council's Licensing function.

(a) Town & Parish Councils

There has been a request made on behalf of Town and Parish Councils that they be invited to attend the annual Member training event. Members are asked to consider this request.

10. ANY OTHER BUSINESS

(Director of Governance) Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order (6) (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks notice of non-urgent items is required.

11. MATTERS ARISING

(Director of Neighbourhoods) To consider any further matters arising in respect of the Council's Licensing function, not covered elsewhere on the agenda.

12. DATE OF NEXT MEETING

(Director of Governance) The next meeting of the Licensing Committee has been scheduled for 18 April 2018 at 2.00pm in the Council Chamber.